Chief, Intelligence School

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DATE: 26 September 1956

FROM : Chief, Administrative Training Branch	
subject: Weekly Report,	18 - 25 September
l. The new Career Service for Department of Army Civilians was checked out with, and sufficient details were obtained for Lecture coverage on this subject. After the completion of this course, will have additional information for future use. 2 had questions regarding Agency procedures and channels at Foreign Service Installations. These points were covered by at the same time the "Dependent's Briefing" schedule was reviewed and agreement reached for the Administrative Training Branch to provide a speaker for one talk each running.	
and 3.	FE employee requires administrative procedures briefing has asked this staff to provide the instruction.
4•	spoke at the Management Course.
5. attended the Logistics Course for their lecture on household effects to coordinate their lecture with the one given in the Administrative Procedures and Operations Support Courses.	
6. relative to the shipm	obtained visual aids from the Logistics Graphic Section ent of household effects.
7.	rned from vacation.
8.	as returned from a few days sick leave.
9•	taking the Basic Supervision Course.
10.	is taking the Effective Speaking Course.

25 YEAR RE-REVIEW